

☐ CONFIDENTIAL

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Summary of Recommendation for the Consolidation of Micrographics

FROM:		EXTENSION	NO.
TO: (Officer designation, room number, and building)		DATE	DATE
		RECEIVED	FORWARDED
C/Micrographics and Word Processing Branch/ISAS/DDA 815 Ames Bldg.			24 October 1978
1.	Assistant for Information 7D02 Headquarters	11/17/78	STAT
2.	C/ISAS		Per our conversation on Friday, attached is the Consolidation recommendation, copies of the briefing charts, and the EAG correspondence.
3.	C/MPWB/ISAS/DDA 815 Ames Bldg.		
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15.			

Let's dust files off and take a re-look when what would have been savings in 1978 are shown.

Thanks.

MEMORANDUM FOR: The Record

FROM:

Chief, Information Technology Branch

STAT

SUBJECT: Comments on Consolidation of Agency Micrographics
Production

1. The first mention of consolidating Agency micrographics activities was in the Office of Logistics's (OL) response to the Presidential Management Initiatives dated 16 August 1976. It also appeared as a "Key Issue" in the OL 1977 Program Call. (U)

2. At the request of the DDA, it was assigned as a joint Information Systems Analysis Staff (ISAS) and Printing and Photography Division (P&PD/OL) objective (Objective OL-A-14-77). A joint paper was prepared by MWPB/ISAS and P&PD/OL based on the statistics gathered by MWPB for its 1976 Annual Report to the DDA. (U)

3. In December 1977, a proposal for consolidating the management of all Agency micrographics production in one micrographics service facility for the Agency was made to the EAG. This proposal recommended:

"The management of all Agency micrographics activities with the exception of the Agency Micrographics Officer in ISAS, should be consolidated in the Office of Logistics, P&PD. The findings of the joint ISAS and P&PD study show this consolidation will permit a savings of 21 staff positions, make available for other use 5,416 square feet of floor space, eliminate 68 pieces of production equipment and reduce annual operating costs by some \$383,406. (Equipment \$11,260; supplies \$14,727; space \$51,521; personal services \$305,000.) Equipment costs include rental and maintenance which would be eliminated. It does not include future new and replacement equipment."

Except for the DDA, the EAG members were opposed to consolidation. The main reasons for opposing the consolidation were:

DDO - need for compartmentation

NFAC - need to support large systems (ADSTAR)

DDS&T - was concerned about having to send records to another location for filing.

Mr. Blake, the Acting DDCI, requested that a Task Force with a representative from each directorate and a Chairman selected by the Comptroller be convened to examine the problem in depth. The first action by the component representatives was to revise the statistics that they had previously furnished MWPB. These revisions resulted in a revised proposal

that reflected a saving of nine full-time and two part-time positions and 4058 square feet of floor space with a total overall saving in annual operating costs of \$244,120.20. After a series of meetings, the majority of the Task Force recommended that the proposed consolidation not be undertaken. In April 1978, the question was dropped from the EAG agenda. (U)

4. Although the consolidation was not accomplished, the preparation of the proposal and Task Force effort served a useful purpose, in that senior managers now have a better understanding of the scope and complexities of the Agency's Micrographics Program and individual production organizations have a better understanding of the capabilities and responsibilities of their respective operations and how they relate to each other. (U)

5. In spite of the progress made in identifying the Agency's micrographics capabilities and responsibilities and in eliminating duplication there remains many problems. I am not sure that consolidation in P&PD or any production facility would solve these problems. We continue to acquire better and faster equipment and to use the latest technology, however, production demands and commitments are not met. One reason is the difficulty in recruiting and retaining personnel in P&PD. It seems that micrographic production is the area that suffers most from this lack of personnel resources. Additionally, there is usually a breakdown in the process. We conduct surveys and write and coordinate elaborate procedures for each major application, the problem is getting P&PD, the components and the Records Center to follow through and observe the procedures on a continuing basis. (U)

6. There are more than a thousand feet of records in office space and at the Records Center that beg to be microfilmed. The retention period of these records ranges from 50 years to permanent. The largest application is from consisting of 1104 cu. ft. (884 in the Records Center and 220 in Key Building) of files that must be retained for 50 years. There have been almost 3,000 requests to the Records Center in the last three years for files from this 884 cu. ft. If the files were put on microfiche it would save 95% of the storage space in the Records Center and Key Building, it would give DCD immediate access to all of their files (a diazo duplicate would be retained in Key Building), it would provide a Vital Records copy (the silver original would go to Records Center) and it would eliminate the need to recall files from the Records Center. (U)

7. The Office of Security had a very successful microfiche project whereby Office of Security personnel microfilmed inactive Security case files. It was discontinued because Security has shelf space in the file room for the paper and they wanted to use the personnel for other projects. The History Staff has a collection of documents that are indexed in depth and provide a mass of information on the Agency's past. These records are deteriorating and should be filmed not only to save space, but also to preserve the information. The examples outlined above are only a few of the records that could effectively be converted to microfilm. (U)

STAT

8. I agree that we should review the Agency's micrographics production. However, before making any new proposals regarding consolidation of facilities or management of facilities we must take a closer look at the current status of this activity. We need to reaffirm our commitment to this activity and if we in fact want to continue to take full advantage of the potential of micrographics technology, give it the continued support necessary for a successful program. (U)



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